

### **Convene the Development Operations Partnership Meeting**

#### **Welcome and Purpose of the Meeting: Sam Elters**

Sam welcomed the group and informed all participants that the purpose of the meeting is to share ideas, communicate, address issues and work together. Sam mentioned this group has been meeting every 6 months for the last 6 years and that CCP has joined the Development Operations group. He said we need to get to know each other. This is an informal meeting, but the input is critical and valuable. The meeting is essential to help us do what we do day to day. We need to get ITD to work together.

#### **Review the Agenda and Ground Rules: James Young**

James Young reviewed the meeting agenda and asked the group to provide feedback in order to update the ground rules for these meetings.

#### **Announcements and Introductions: ADOT Senior Leaders**

Doug Forstie introduced Jerry Barnes as the new Globe District Engineer and announced Scott Nodes as the Assistant State Engineer for the Transportation Technology Group.

Sam Elters introduced Floyd Roehrich as the new Valley Transportation Deputy State Engineer.

Floyd introduced Rob Samour as the new Phoenix Construction District Engineer. Floyd also informed the group that Larry Langer has returned to ADOT and is now with Valley Project Management Group (Assistant State Engineer). Bill Hayden is retiring after 38 plus years of public service with ADOT. There will be a celebration for Bill on January 30<sup>th</sup> in the ADOT Board Room.

Matt Burdick announced the hiring of three Public Information Officers. The new PIOs are Michelle Beggs (Kingman), Rod Wigman (Flagstaff) and Linda Ritter (Tucson). This completes the hiring process for all Public Information Officers.

Sally Stewart announced Tim Tait as the new Community Relations Director.

Sam announced Dale Buskirk's retirement effective March 7, 2008. Sam also noted Carolyn Upton's retirement and announced Lisa Sinclair as Carolyn's replacement.

Richard Travis said Dale's replacement should be announced this week or next.

### **Review Charter and PEP Results**

Doug Forstie provided a PEP handout and informed the group the Charter needs to be reprinted and signed again. As for PEP, the main focus should be on issue resolution. Sam also addressed the group and instructed all participants to work harder on issue resolution. Sam noted the issue resolution process was intended to be a tool to reach out and work on issues, so we should make use of the tool. He said if we can use it for external partnering, then we should be able to use it for internal partnering as well. Sam wants the group to utilize the process in place, escalate a little quicker to resolve issues and work it up to the proper authority.

### **What is New and Different?**

#### **Framework Studies:**

Victor Mendez, Dale Buskirk, Kristin Darr-Bornstein & Jennifer Livingston-Toth

#### **Victor Mendez**

Victor addressed the group and instructed all participants to read the State of the State address by Governor Janet Napolitano. The State of the State can be read on the ADOA website or a video can be obtained by calling KAET. Transportation is located in Chapter 4 of the 12 page address. Some of the issues addressed include:

- The importance of education and technology with regards to finding and maintaining engineers
- Congestions issues
- Framework studies – (Statewide Transportation Plans; local street system and highway system; passenger rail (light rail); bus system and other mass transit)

Victor said we need to develop good plans and alternative systems. The Governor issued an Executive Order requiring ADOT to develop a Statewide Transportation Plan. It will be multi-modal and include input from the COGS, MPOs, the business community and all other stakeholders. ADOT is encouraging tribal participation in an effort to understand their needs and concerns. We will look at open spaces, wildlife linkages, economic development and smart growth.

Victor discussed the economy and said many believe we are heading into a recession. He said this may be true or it may not, but he believes Arizona will recover and continue to grow. In the meantime, we will work through our budget issues. Victor said transportation will be a big factor in what happens in the decades to come. Transportation is what holds the economy together.

#### **Dale Buskirk**

Please refer to Framework Studies presentation on the website at [www.azdot.gov/ccpartnerships/Partnereing/index.asp](http://www.azdot.gov/ccpartnerships/Partnereing/index.asp)

Dale addressed the group and said Move AZ is Arizona's long range transportation plan. Dale informed the group that ADOT is not the only player in the transportation framework studies. Other players include the COGs, MPOs, tribes (through special outreach), conservation and environmental communities and business communities. He said smart growth and sustainable land use is the key to future planning. Dale said there has been a recent emphasis on multi-mobility and the future will require a multi-mobile approach.

**Kristin Darr-Bornstein & Jennifer Livingston-Toth**

Please refer to Framework Studies presentation on the website at [www.azdot.gov/ccpartnerships/Partnereing/index.asp](http://www.azdot.gov/ccpartnerships/Partnereing/index.asp)

Kristin and Jennifer discussed a project for the future that included process features, participation planning, framework objectives, framework approach and tasks. They discussed a plan for putting it all together to create a statewide planning framework that reaches beyond the 20-25 year horizon. The goals are to ensure regional connectivity with system continuity, advanced corridor preservation and the allowance for staged project implementation. The preliminary critical needs were defined as:

- Using past planning and project programming efforts
- Defining potential programmatic multi-modal strategies
- Indicate compatibility with guiding principles

**Question and Answer Session for Framework Studies**

Question: How closely will we be coordinating with Water Resources?

Dale answered: We are working with John McNamara on water and the roll it will play in future development. Examples of issues are population forecast and grounds with insufficient water. Any results will be purical not ideological.

Question: How will we work with tribes that refuse to participate?

Victor Answered: We cannot force tribes, but we will try to get them to participate. I believe most understand how important this is to Arizona and I think at least half will participate.

Victor addressed the group. He said this process will get very political. Victor wants the group to utilize their best professional insights and advice, but do not discount politics. Be aware that politics are part of the process, but use your professional judgment. Victor also asked the group not to get frustrated, but understand this is currently the highest priority for ADOT. Victor said the SHSP will make or break the future of Arizona and this is an opportunity to show our commitment, level of expertise and professionalism.

Question: Can someone comment on the roll of the Forest Service and BLM?

Victor Answered: Those agencies are currently part of existing committees, but we will meet with you (Todd Williams) to discuss how we can increase their participation in this process.

**George Wendt – Certificate of Insurance Requirement**

Handouts were provided. George walked through the Draft Insurance Certificates Policy. The purpose of the policy is to protect ADOT. The scope of the policy is ITD.

**Question and Answer Session for Certificate of Insurance Requirements**

Question: Are you outlining changes to a current policy or is this a new policy?

George Answered: This is a new policy, not a change to an existing policy.

Question: Is there a separate policy for IGA/JPA?

Sam Answered: Sam addressed the group. The purpose of this policy was to standardize (the policy) to address inconsistent practices and make it better for use throughout the state. We may need to look at a separate policy for IGA/JPA. If there are additions or modifications we will put them in, if not, we will want to implement this policy as soon as possible. If we do not hear from anyone by February 15, 2008, then the policy will take affect on that date. If changes or additions are requested (may or may not be accepted), we will wait until March 1, 2008 for the policy to take affect.

Question: How are we covered by this policy with regards to aircraft?

George Answered: It covers state aircraft only.

**Break**

**Vince Li – Project Development Process Manual Update**

Please refer to presentation slides on the website at  
[www.azdot.gov/ccpartnerships/Partnereing/index.asp](http://www.azdot.gov/ccpartnerships/Partnereing/index.asp)

Vince walked through the presentation with the group. He stated that an update to the Process Manual was long overdue. The presentation focused on participation and ownership by all and that ADOT is already inter-connected. Some of the challenges were described as OES and CCP defining processes, technical support and resources.

**No Questions**

**Julio Alvarado – SATS Update**

Please refer to presentation slides on the website at  
[www.azdot.gov/ccpartnerships/Partnereing/index.asp](http://www.azdot.gov/ccpartnerships/Partnereing/index.asp)

Julio requested support from the team. For instance, Error and Omission Support Agreement Reports, none of these are going through Julio's office. As a result, he is unaware when, or if issues have been resolved. Julio plans to get back on track and follow the quality process, but he needs the groups support.

Sam addressed the group. Sam said we need to improve checks and balances within our processes. We need to hold each other accountable. Quality plans are a concern and very important. We will not tolerate repeated errors and omissions. This group needs to understand and support the process. We are the ones responsible to track and address and communicate.

**Julio Alvarado – CM@Risk and Job Order Contracting**

Please refer to presentation slides on the website at  
[www.azdot.gov/ccpartnerships/Partnereing/index.asp](http://www.azdot.gov/ccpartnerships/Partnereing/index.asp)

Julio walked through the presentation with the group. Discussion included contract changes, preconstruction review, design contract, contract documents for pre-construction and the selection panel. Julio also said a panel must include a licensed contractor.

**Paul Patane – Wide Strategy to Deal with Private/Outside Agency Requests for Construction Improvements (The Private Traffic Interchange manual)**

Paul discussed the Developer Funded TI Handbook, which is currently in draft form. Completion of the handbook is expected within one to two months. At that time, the handbook will placed on the Development Operations website at  
[www.azdot.gov/ccpartnerships/Partnereing/index.asp](http://www.azdot.gov/ccpartnerships/Partnereing/index.asp)

**Irene Higgs – Process Improvements/Quality Initiative Updates**

Please refer to presentation slides on the website at  
[www.azdot.gov/ccpartnerships/Partnereing/index.asp](http://www.azdot.gov/ccpartnerships/Partnereing/index.asp)

**Cynthia Mills – Streamline Approval procedures for Hiring professional Uncovered Positions**

Please refer to presentation slides on the website at  
[www.azdot.gov/ccpartnerships/Partnereing/index.asp](http://www.azdot.gov/ccpartnerships/Partnereing/index.asp)

Cynthia said the team met on August 13, 2007. The Current Hiring Process for Uncovered Positions was reviewed and changes were discussed. She said ADOT is no longer under the requirements of the Consent Decree which allows some changes as permissible. Suggestions were made for immediate improvement. The following suggestions for improvements can be made now:

- Indicate to the analyst if the same announcement has been used previously. Announcements used for the same position will not need another approval from the hiring manager.
- Submit interview questions to HR Analyst prior to or same time when requisition is submitted.
- Uncovered positions may be advertised for 5 days. There is flexibility to advertise longer if needed.
- Advertise position prior to being vacant.
- Approved questions may be reused. Reference the position number that the approval was received.
- On Hiring Gateway use prescreening questions such as: what is acceptable salary?
- Resumes may be reviewed by the hiring manager after the advertisement closes to determine eligibility of the candidates. Notify the HR Analyst if this is requested. The Hiring Manager will identify the candidates which are eligible and provide to the HR Analyst.
- Make a “conditional offer” to negotiate acceptable salary subject to approval prior to submitting Request to Appoint Memo to SEO.
- Work with the ASO.

**Dorinda Winrow – Engineer in Training Program**

Please refer to presentation slides on the website at  
[www.azdot.gov/ccpartnerships/Partnereing/index.asp](http://www.azdot.gov/ccpartnerships/Partnereing/index.asp)

Dorinda addressed some of the statistics for the EIT program from 2004 to current. There are currently 20 EITs in the program and Dorinda introduced eleven of the newest EITs. Dorinda also provided an overview of the program, which includes orientation, schedule, how to be a productive member, evaluations and recruiting methods.

**Vince Li – Understanding ADOT (Orienting Employee’s to Development and Operations Areas)**

Please refer to presentation slides on the website at  
[www.azdot.gov/ccpartnerships/Partnereing/index.asp](http://www.azdot.gov/ccpartnerships/Partnereing/index.asp)

Vince discussed orienting employees to Development and Operations. Some of the areas discussed for orientation were project management, Project Development Process Manual updates and cross functional information sharing.

**LeRoy Brady – Guidelines for Highways on BLM and USFS Lands**

LeRoy informed the group that a decision was made at the December meeting to post the Guidelines for Highways on BLM and USFS Land manual in February. He asked the group to review the manual (they have one month), then the steering

committee will meet to finalize the manual. This manual will help everyone understand what we are doing as well as how and what was agreed upon.

**James Young - Determine Next Steps and Meeting Date/Location**

James informed the group that because there is so much activity in June for ADOT, we will attempt to have the Annual Dev/Ops Partnering meeting in late May. The target dates are May 28th and 29th at the Best Western in Payson. He also said the Partnering Office will have two screens available to assist in viewing slide presentations.

**Sam Elters – Closing Comments**

Sam spoke about the current budget situation in Arizona. He said the FY08 budget is estimated to be \$900 million below the projected revenue. At the request of the Governor (to all state agencies), ADOT outlined how we would reduce our spending to help make up for the budget shortfall. ADOT's share was \$23 million, which was completed with the fund sweep. These funds are monies that were not authorized for spending. While this satisfies the Governor's request, the legislature's request could be different, so we have to be proactive and do more in case the need arises. In this case, ITD has a plan B, which is to use \$10.5 million from the LB&I funds. If it goes beyond that, ITD will be forced to reduce the operating budget (administration, construction and maintenance). This is just for FY08. For FY09, ADOT asked for a 7 ½ % increase over last year. ADOT will receive a 2% increase over last year in the Governor's proposal. Please be aware of public perceptions of the conferences we attend. We need to participate and support these conferences, but do so while reducing the number of participants. Sam thanked everyone for attending and adjourned the meeting at 12:30.

**MEETING EVALUATIONS**

**What was most valuable for you?**

Team updates very beneficial, the networking is always valuable.  
Status of operations issues.  
Great presentations by everyone. The presenters were well prepared.  
Being updated on the framework studies. It is good for all ADOT staff to know the department's priorities.  
Information sharing.  
EIT program – great program. Victor speaking to the group. Team updates/presentation.  
Framework studies. Hearing Victor's perspective and his summary of the Governor's State of the State.  
All the presentations were great. The Framework Study was a very impressive presentation and overview.  
Update on all efforts within ITD. Good info on personnel issues.  
Getting updates on how this organization is improving and moving forward.

Framework presentation.  
Presentations by all speakers.  
All good info, new info.  
Framework study presentation.  
Presentation on EIT's and alternative delivery methods.  
Good presentations. Kept to time limits. Well managed meeting.  
Updates by the teams and comments from State Engineer.  
Team updates, networking and information sharing by leadership.  
Good exchange of information.  
Better understanding and guidelines of Framework Study.  
Status reports.  
Review of EIT program and streamlining uncovered hiring process.  
Good mix of updates as well as other items like the Framework Studies and EIT program.  
Presentation by Victor Mendez.  
Being able to meet the various section managers.  
Update on issues and opportunities to network.  
Sam's budget review. Framework Studies.  
Interaction with co-workers. Budget update-employees are concerned and asking.  
Don't forget to share from the top with them.  
Input on new developments.  
Information sharing: (1) The direction of ADOT (big picture). (2) Critical issues.  
(3) Main events, what is forthcoming.  
Many presentation. Agenda was tight.  
Agency/policy updates and hand-outs.

**What would you suggest that would help future meetings to be more successful?**

Was cramped for space, everything else was very pleasant.  
Bring in facility equipment and rep John Nichols.  
Thirty minute break would be beneficial.  
A second break.  
Fix microphone and speaker system with HRDC.  
One additional break would have been helpful. Two hours at a time is a little too long.  
More breaks.  
Better sound system.  
Fix sound system.  
Get a better PA system.  
Larger print on overhead and better sound system.  
Need to have enough room for everyone to sit at the tables.  
Schedule (agenda) still too packed.  
Time for round table discussion of issues affecting various groups and possible action plans to address.  
Have operational sound system.



All well done.  
Different seating arrangement.  
We need a larger room.  
Increase level of inter-activity.  
Fix the sound system! Turn blackberries off / put them away!  
Fix the PA!! It is inexcusable that it still does not work. Every speaker should  
have at least basic visual aids that aids in communication.  
The seats are oriented toward the speaker if possible.  
Fix microphone!!!  
Fix the P.A. system (you already knew that).

**Overall Comments and Rating of the Meeting      Overall Rating: 3.46**

Need a better sound system.  
It was great to see Victor and Richard at our meeting. For them to take time out of  
their busy schedule shows how important the Framework Studies are to  
the Department and to know what is a priority for us.  
Does ADOT have or would it consider a work study program for engineering  
students?  
Thanks to SEO for supplying coffee and snacks.  
Enjoy networking with team.  
Good meeting.  
The State Engineer's Office efforts in putting together the meeting topics and  
agenda is highly commendable.  
I wonder whether I can get a copy of summary on the "Streamline Approval for  
Hiring Process."